



City of Miami Gardens

Building Department

1515 N.W. 167th Street, Bldg. # 4
Miami Gardens, Florida 33169
305-622-8027 (office) 305-622-8557 (fax)
www.miamigardens-fl.gov

PERMIT REQUIREMENTS FOR WINDOW AND DOOR REPLACEMENT

1. ☐ Permit application signed and sealed by owner and contractor or licensed Window Company.
2. ☐ Schematic layout of the house and or building showing the room names and size, showing all new windows and doors as follows:
 - a. ☐ Indicate the size of the windows and or doors, indicate "2" for double window in the same opening.
 - b. ☐ The product approval number of each window at the opening where it is to be placed.
 - c. ☐ If mullions are to be used between double windows indicate the cross section (1"x3", 2"x4") etc.
3. ☐ Show a front view (elevation) of each exterior wall, which will have windows, replaced. Show all windows in their approximate location and indicate the pressures
4. ☐ Shutter permit is required if the new windows and sidelights on doors are not impact resistant.
5. ☐ Any windows in habitable rooms (bedrooms) that do not have an exterior door or another egress window must meet the egress requirements of the Florida Building Code.
6. ☐ Two sets of current legible Product Approval Notice of Acceptance of each window or mullion used no reduced copies.
7. ☐ A statement by the owner, as follows, signed and notarized.

OWNER STATEMENT

Date: _____

To: Building Official
Building Department
City of Miami Gardens

Job Address: _____

I am requesting a permit to remove and replace the windows and or doors in my home. All the openings will remain with the same size; there will be no additional openings and or enlargement of any opening.

Respectfully,

Owner's Name

Owner's Signature

Sworn and subscribed before me this _____ day of _____, _____.

Notary Public Signature

Seal